



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 000009099  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** E **Date:** 12/08/20 **PO Method:** SP **Dispatch:** Dispatch Via Print **Rev Dt:** 04/06/21

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** RITZ SAFETY LLC  
 PO BOX 713139  
 CINCINNATI OH 45271-3136  
 United States

**Ship To:** 1P16 - Houston Region  
 2110 E. Governors Circle  
 Houston TX 77092  
 United States

**Vendor ID:** 1204254041 4

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN# 1 - by Mandy Maxwell, 04/06/2021  
 Removed line 3, freight. Vendor credited freight due to shipping error.

**Change Orders:**

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Quote#: 2545621

Vendor Contact: Jody Vance  
 Email: jody.vance@ritzsafty.com  
 Phone: 210/298-3300

TxDMV Contact: Khadija Brown  
 Email: khadija.brown@txdmv.gov  
 Phone: 713/316-6131

**Authorized Signature**

**04/06/2021**

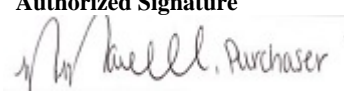


Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000009099  
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	GLOVE N-Dex 8-mil PF Blue LG Item# BES8500PFLG	201/42	10.0000	BOX	\$18.20000	\$182.00	12/14/2020
						Schedule Total	\$182.00
						ReqID:	0000009971
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 1	\$182.00
2-1	Nitrile Gloves Powder-Free 5mil Teal Sm Item# ANS92600SM	201/42	10.0000	BOX	\$18.20000	\$182.00	12/14/2020
						Schedule Total	\$182.00
						ReqID:	0000009971
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 2	\$182.00
3-1	Freight	962/86	1.0000	EA	\$0.00000	\$0.00	12/14/2020
						Schedule Total	\$0.00
						Item Total for Line # 3	\$0.00
						Total PO Amount	\$364.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature  
  
04/06/2021

---

**Authorized Signature**

*Mr. [Signature], Purchaser*

04/06/2021